JONATHAN ROLLS
Property & Estate Management
74 Preston Drove, Brighton, BN1 6LB
T 01273 684997 | F 01273 677805 | E management@jonathanrolls.com

The Leaseholders
Kingsley Court
142 Kings Road
Brighton
Sussex

5 September 2024

Dear Leaseholder

**Re: Kingsley Court - Accounts**

We enclose a copy of the Service Charge Accounts for the year ended 30 June 2024 for your information and retention.

Yours faithfully

**JONATHAN ROLLS**
**Managing Agent for and on behalf of Kingsley Court Brighton Ltd**

**Enc**

# KINGSLEY COURT, 142 KINGS ROAD, BRIGHTON

## SERVICE CHARGE ACCOUNTS

## FOR THE YEAR ENDED
## 24 MARCH 2024

Jonathan Rolls
Managing Agents
74 Preston Drove
Brighton
East Sussex
BN1 6LB

HAINES & CO
28/29 Carlton Terrace
Portslade, Brighton
BN41 1UR

# KINGSLEY COURT, 142 KINGS ROAD, BRIGHTON

## CONTENTS

## 24 MARCH 2024


| | Page |
|---|---|
| Statement of Reserves | 1 |
| Service charge account | 2 |
| Accountants certificate | 3 |

# KINGSLEY COURT, 142 KINGS ROAD, BRIGHTON

## BALANCE SHEET

## AT 24TH MARCH 2024

| | 2024 | | 2023 | |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| **General Reserve Fund** | | | | |
| Balance at 25th March 2023 | 45,639.91 | | 50,291.09 | |
| Transfer (to)/from Service Charge Account | (5,058.54) | | (4,651.18) | |
| Balance at 24th March 2024 | | 40,581.37 | | 45,639.91 |
| **Major Works Reserve Fund** | | | | |
| Balance at 25th March 2023 | 105,774.48 | | 105,774.48 | |
| Balance at 24th March 2024 | | 105,774.48 | | 105,774.48 |
| | | £146,355.85 | | £151,414.39 |
| **Reconciled as follows:** | | | | |
| **Current Asset** | | | | |
| Cash at Bank | 169,239.83 | | 172,916.79 | |
| Other Debtors & Prepayments | - | | 435.11 | |
| Service charge arrears | - | | 5,673.60 | |
| | | 169,239.83 | | 179,025.50 |
| **Current Liabilties** | | | | |
| Invoices paid after year end | 4,761.31 | | 8,556.24 | |
| Taxation due on interest | 708.42 | | 371.17 | |
| Service charges paid in advance | 17,414.25 | | 18,683.70 | |
| | | 22,883.98 | | 27,611.11 |
| | | £146,355.85 | | £151,414.39 |

We have determined that an audit of the service charge accounts in accordance with International Standards on auditing is required under the terms of the lease. However,we believe an audit is disproportionate to the circumstances of the property and have instructed that a non-audit certification of the accounts as defined by Tech 03/11 be undertaken.

We are responsible for preparing the service charge statement of account attached and for ensuring that the financial management of the service charges is sound and that there is an effective system of internal control which facilitates the proper use of service charges and which includes arrangements for good management of the building and all communal grounds for which we have responsibility under the terms of the leases.

The statement of accounts on pages 1 to 2 was approved by Jonathan Rolls as Managing Agents.

Signed Jonathan Rolls

Date 30/07/24

## KINGSLEY COURT, 142 KINGS ROAD, BRIGHTON

## SERVICE CHARGE ACCOUNTS

## FOR THE YEAR ENDED 24TH MARCH 2024

| | 2024 | | | 2023 | | |
|---|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ | £ |
| **Income** | | | | | | |
| Basic service charges | | | 65,100.00 | | | 62,000.00 |
| Bank interest received | | | 1,348.99 | | | 407.09 |
| | | | 66,448.99 | | | 62,407.09 |
| **Less: Recoverable Expenditure** | | | | | | |
| Cleaning and caretaking costs | | | | | | |
| Caretaker wages | 16,055.80 | | | 16,218.13 | | |
| Caretaker telephone | - | 16,055.80 | | 20.00 | 16,238.13 | |
| Utilities | | | | | | |
| Public ways electricity | | 5,561.69 | | | 9,643.68 | |
| Repairs | | | | | | |
| General repairs | 11,506.59 | | | 13,379.26 | | |
| Water Pump Renewal | 9,622.38 | 21,128.97 | | - | 13,379.26 | |
| Lift | | | | | | |
| Maintenance & repairs | 5,181.40 | | | 4,701.66 | | |
| Telephone | 309.79 | | | 316.80 | | |
| Engineering/lift insurance | 262.12 | 5,753.31 | | 45.01 | 5,063.47 | |
| Contracts | | | | | | |
| Garden Maintenance | 673.20 | | | 814.20 | | |
| Fire alarm system | 717.84 | | | 2,652.90 | | |
| Entryphone | 2,416.26 | 3,807.30 | | 2,301.20 | 5,768.30 | |
| Insurances | | | | | | |
| General insurance | 11,155.82 | | | 9,593.79 | | |
| Directors and Officers | - | 11,155.82 | | - | 9,593.79 | |
| Fees | | | | | | |
| Accountancy | 504.00 | | | 492.00 | | |
| Company sectretarial costs | 676.64 | | | 362.24 | | |
| Professional fees | - | | | 660.00 | | |
| Managing agents | 5,202.00 | | | 4,932.00 | | |
| Health & Safety | 1,662.00 | 8,044.64 | | 925.40 | 7,371.64 | |
| | | 71,507.53 | | | 67,058.27 | |
| Transfer (from) Reserve Account | | (5,058.54) | 66,448.99 | | (4,651.18) | 62,407.09 |
| | | | £0.00 | | | £0.00 |

## KINGSLEY COURT, 142 KINGS ROAD, BRIGHTON

## ACCOUNTANTS CERTIFICATE

## 24 MARCH 2024

Accountant's report of factual findings to the Managing Agents of the property named above.

You have stated that an audit of the service charge accounts in accordance with International Standards on Auditing is not required under the terms of the lease for the above named property. In accordance with our engagement letter we have performed the procedures agreed with you and enumerated below with respect to the service charge accounts set out on pages 1 to 2 for the year ended as stated above in order to provide a report of factual findings about the service charge accounts that you have issued.

This report is made to the Managing Agents for issue with the service charge supplementary information in accordance with the terms of our engagement. Our work has been undertaken to enable us to make this report to the Managing Agents and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Managing Agents for our work or for this report.

**Basis of report**
Our work was carried out having regard to TECH 03/11"Residents Service Charge Accounts" published jointly by the professional accountancy bodies with ARMA and RICS. In summary, the procedures we carried out with respect to the service charge accounts were:

1. We obtained the service charge accounts and checked whether the figures in the accounts were extracted correctly from the accounting records maintained by or on behalf of the landlord;
2. We checked, based on a sample, whether entries in the accounting records were supported by receipts, other documentation or evidence that we inspected; and
3. We checked whether the balance of service charge monies for this property shown on page 1 of the service charge accounts agreed or reconciled to the bank statement(s) for the account(s) in which the funds are held.

Because the above procedures do not constitute either an audit or a review made in accordance with International Standards on Auditing (UK and Ireland) or International Standards on Review Engagements, we do not express any assurance on the service charge accounts other than making the factual statements set out below.

Had we performed additional procedures or had we performed an audit or review of the financial statements in accordance with International Standards on Auditing (UK and Ireland) or International Standards of Review Engagements, other matters might have come to our attention that would have been reported to you.

**Report of factual findings:**
a) With respect to item 1 we found the figures in the statement of account to have been extracted correctly from the accounting records.
b) With respect to item 2 we found that those entries in the accounting records that we checked were supported by receipts, other documentation or evidence that we inspected.
c) With respect to item 3 we found that the balance of service charge monies shown on page 1 of the service charge accounts agrees or reconciles to the bank statement for the account(s) in which the funds are held.

Signed: Haines & Co

Dated: **2nd August 2024**

Haines & Co, Chartered Accountants
Carlton House
28/29 Carlton Terrace
Portslade
East Sussex
BN41 1UR

# Kingsley Court

## Maintenance Expenditure Account Y/E 24th March 2024

## Repairs List

| | | |
|---|---|---|
| ASG Doors & Shutters | Attended site due to reports of car park shutter not working. | £ 222.00 |
| ASG Doors & Shutters | Repairs to car park shutter. | £ 222.00 |
| ASG Doors & Shutters | Removed car park shutter and fit new shutter. | £ 2,135.40 |
| A&S Aerials | Supplied and fit a new launch amplifier. | £ 633.60 |
| Awares Repairs | Repairs to flat 19 French doors and communal windows. | £ 900.00 |
| Awares Repairs | Applied sealant to flat 19 balcony door in order to rectify leak. | £ 48.00 |
| Awares Repairs | Serviced and adjusted flat 12 balcony door. | £ 140.00 |
| Awares Repairs | Removed each flag hinge in order to tighten the compression of the door leaf to flat 19. | £ 125.00 |
| Awares Repairs | Removed hinges on door in order to adjust compression, sealed up weather bars and adjusted lock to flat 5. | £ 165.00 |
| Chapman Property Maintenance | Repairs and decoration to Flat 10. | £ 450.00 |
| Chapman Property Maintenance | Sealed around two vents with ct1. | £ 180.00 |
| Clark & James Ltd | Repairs to rear roof. | £ 360.00 |
| Coastal Build & Maintenance | Plane and ease timber door to side of garages and oiled hinges and lock. | £ 72.00 |
| C&P Decorators | External redecoration to side door inside and outside. | £ 170.00 |
| Steve Daniel | Replaced fire doors to garage, entrance way including new hinges. | £ 350.00 |
| Steve Daneil | Reimbursed for fire doors. | -£ 350.00 |
| TSS Facilities | | £ 318.00 |
| Haines Security | Adjusted garage door closer. | £ 78.00 |
| Heatcraft | Isolated pump, removed and took to motor repair specialists. | £ 724.80 |
| Heatcraft | Call out to faulty pump. | £ 198.00 |
| Heatcraft | Reset pumps. | £ 211.20 |
| Micheal Markham | Lockbox combination installation for pump room. | £ 14.99 |
| Murielle Pycock | Redecoration to flat 11 ceiling following a roof leak. | £ 250.00 |
| Murielle Pycock | Redecoration to flat 11 Lounge ceiling. | £ 530.00 |
| Precision Sussex Ltd | Repairs to right side riser cupboard. | £ 1,196.40 |
| SLK Services | Removed electric door keep, freed lock and tested. | £ 80.00 |
| SLK Services | Refitted hinges on garage door and oiled lock and | £ 80.00 |
| SLK Services | Replaced 1x LED lamp. | £ 85.00 |
| SLK Services | Supplied and fit fire documents metal case to inner hall. | £ 90.00 |
| SLK Services | Planed and sanded side door to garage. | £ 80.00 |
| SLK Services | Replaced main outer front door lock unit and attended garage door to remove obstruction. | £ 348.00 |
| SLK Services | Oiled main front door lock,hinges,planed the garage side door and painted exposed wood again. | £ 80.00 |
| SLK Services | Refit garage door sensor. | £ 80.00 |
| SLK Services | Replaced LED unit in porters office. | £ 108.00 |
| Thomas Locksmiths | Removed Montpelier entarnce door. | £ 571.20 |
| Oak Plumbing & Heating | Supply and fit new flue to flat 12. - Insurance Claim | £ 342.00 |
| Clark & James Ltd | Replaced cement board, strengthed joist,primed,filled and painted. | £ 2,340.00 |
| Clark & James Ltd | Scaffold erected at front of building to reach fallen | £ 1,234.20 |
| PVWS Cleaning Services | Removal and disposal of timber and rubble that fell fron penthouse balcony. - Insurance Claim | £ 60.00 |
| | | £14,922.79 |
| Aviva | Less recovered from Insurers | -£ 3,416.20 |
| | | £11,506.59 |
| Heat Craft | Major works to Pump. | 21.128.97 |